

Arkansas School for the Deaf and Blind

Outside Events Policy – Day Use of Facilities

The Arkansas School for the Deaf and Blind (ARDB) welcomes outside organizations and community groups to use campus facilities for day events that support education, community engagement, and student enrichment. To ensure safety, accountability, and smooth operations, the following policy applies to all outside event requests.

1. Application Process

All requests for day use of ARDB facilities must be submitted through the Events HQ website.

Requests must include:

- Name of sponsoring organization
- Contact information for the responsible party
- Desired date, time, and facility location
- Estimated attendance

2. Liability Insurance

The sponsoring organization must provide proof of liability insurance with a minimum coverage of \$1,000,000 per occurrence.

ARDB must be listed as an additional insured on the certificate of insurance.

Proof of coverage must be uploaded to Events HQ prior to event approval.

3. Security Requirements

Events with 25 or more participants require additional security.

The sponsoring organization is responsible for covering the cost of security, which may include ARDB security personnel or approved outside security vendors.

Final security arrangements must be approved by the ARDB Events Team.

4. Event Agenda & Logistics

A full agenda of the event must be submitted through Events HQ at least 10 business days prior to the event.

The agenda should include:

- Event schedule (start/end times, breaks, presentations)
- Designated points of contact for the event
- Anticipated use of audiovisual equipment, catering, or special setups

5. Facility Rules & Responsibilities

All groups are expected to respect ARDB facilities and property.

Food and drink are allowed only in designated areas.

Decorations, signage, or displays must be pre-approved.

Groups are responsible for cleanup; additional custodial fees may be charged for non-compliance.

ARDB is a tobacco-free, drug-free, and weapon-free campus.

6. Approval & Compliance

The ARDB Events Team will review and confirm all requests submitted through Events HQ.

Failure to meet insurance, security, or agenda requirements may result in denial or cancellation of the event.

ARDB reserves the right to refuse facility use if the event conflicts with school operations, student safety, or the mission of the school.